



THIS DISTRICT AND BAY CREST INFORMATION PACKET IS YOUR'S TO KEEP.

PEARLS WELCOME TO BAY CREST LETTER

WELCOME BACK LETTER FROM SUPERINTENDENT

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CANVAS

ARRIVAL/DISMISSAL

UNIFORM POLICY

SUPPLY LIST

HOST AFTER SCHOOL PROGRAM

SCHOOL HEALTH SERVICES

STUDENT NUTRITION

VOLUNTEER SERVICES



ESTE PAQUETE DE INFORMACIÓN DEL DISTRICTO Y BAY CREST ES SUYO PARA MANTENER.

CARTA DE BIENVENIDOS A BAY CREST

CARTA DE BIENVENIDA DEL SUPERINTENDENTE

CALENDARIO ESCOLAR

CANVAS

LLEGADA/SALIDA

POLÍTICA UNIFORME

LISTA DE SUMINISTROS

PROGRAMA DE ACOGIDA DESPUÉS DE LA ESCUELA

SERVICIOS DE SALUD ESCOLAR

NUTRICIÓN ESTUDIANTIL

SERVICIOS DE VOLUNTARIO

Bay Crest Elementary

4925 Webb Road

Tampa, Florida 33615

Office: (813) 872-5382 Fax: (813) 356-1153

www.sdhc.k12.fl.us

August 2021

Dear Parents and Guardians:

Welcome to the 2021-2022 school year! At Bay Crest Elementary, our mission is to provide a solid foundation that allows students to become **life-long learners**. With that said, our vision is to be an exemplary school for students and staff by setting high expectations for **responsibility, achievement, and empathy**. We strive for excellence with our children. As a Bay Crest student, your children will learn and be exposed to significant information to assist them to become a successful, **responsible life long learners**. Through **PEARLS**, our hope is to have a common language between home and school to instill strong character in our children.

Our Bay Crest PEARLS promise is:

come **P**repared

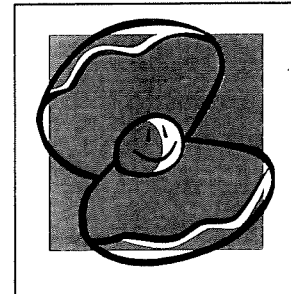
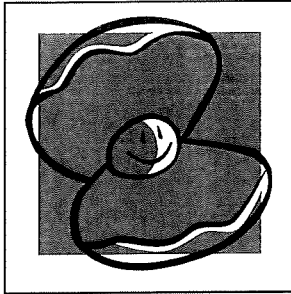
show **E**mpathy

reach **A**chievement

have **R**esponsibility

be **L**ife-long learners

display **S**elf-control



Please know that as an educational family, we are dedicated to having competent and caring staff, providing a safe, clean learning environment, recognizing and celebrating students' academic progress, open communication with teachers throughout the school year (parent conferences), providing opportunities to be a part of the school improvement process, and to being fiscally responsible. We know you will enjoy having your child at our school and we look forward to interacting with your child.

For the safety of all, Bay Crest is a **SAFE** or "closed" campus. Beginning with the first day of school, only students and staff are allowed on campus so we can ensure we are accountable for all that are on our campus. Please know even though we would like to say yes to everyone, we will be unable to make exceptions for anyone wanting to walk children to class. Staff and patrols will be available to assist students in need of extra guidance.

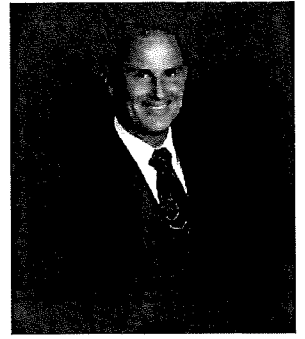
Please feel free to contact us if you have additional questions.

For our children,

Lisa Maltezos, Principal & Linda Swanson, Assistant Principal

WELCOME BACK:

Superintendent Addison G. Davis



“A new normal” – That is a phrase that has been used too frequently over the past year and a half, but it is one that absolutely rings true for the opening of our schools and the continued success we’ve experienced with face-to-face instruction.

After considerable guidance from our health partners and the CDC, as well as the increase in vaccinations, our district has decided to offer two educational options for the 2021-22 school year: face-to-face instruction and Hillsborough Virtual K-12. We are thrilled that eLearning was a viable option for many of our families that were not yet comfortable sending their learners back into the classroom. However, as the results of a recent district survey suggest, a vast majority of our eLearners are now comfortable returning to face-to-face instruction – and we are excited to welcome them back.

We will continue to practice social distancing where feasible, we will retain a Covid Commander at each school who will work with the Department of Health on quarantine as necessary, and we will always encourage students and staff to stay home when they are not feeling well.

The areas outlined in our Opening Plan include the conditions for quarantine, educational options during quarantine, and the considerable steps our district is taking to ensure a safe and secure place of learning. Of course, with every plan of this magnitude and under ever-changing conditions, this document will remain fluid and change as necessary based on guidance from state agencies and local health experts. We will be ready to act should it be required. The HCPS Opening Plan can be found on our website at www.HillsboroughSchools.org.

I hope everyone will review this plan and be a partner in the work of preparing students for life. We look forward to the 2021-22 academic year, and our new normal, because together we will create lifelong learners and continued success.

Respectfully,

Addison G. Davis

Superintendent of Schools



2021-2022 Student Calendar

Board Approved 4/28/20

Students' First Day of School	August 10, 2021
Labor Day Holiday/Non-Student Day	September 6, 2021
End of 1st Grading Period	October 8, 2021
*Veterans Day/Non-Student Day	November 11, 2021
*Fall Break/Non-Student Days	November 22 – 26, 2021
Students Return to School	November 29, 2021
NOT an Early Release Day	December 13, 2021
End of 2nd Grading Period (End of 1st Semester)	December 17, 2021
Winter Break/Non-Student Days	December 20, 2021 – December 31, 2021
Non-Student Day	January 3, 2022
Students Return to School	January 4, 2022
Martin Luther King, Jr. Holiday/Non-Student Day	January 17, 2022
Non-Student Day	February 18, 2022
Presidents' Day/Non-Student Day	February 21, 2022
Non-Student Day	March 7, 2022
End of 3rd Grading Period	March 11, 2022
Spring Break/Non-Student Days	March 14 – 18, 2022
Non-Student Day	March 21, 2022
Students Return to School	March 22, 2022
Non-Student Day	April 15, 2022
Last Day of School/End of 4th Grading Period (End of 2nd Semester)	May 27, 2022

* Hurricane Day(s) if needed: November 11, 22-24, and 26, 2021

Student Early Release Days

Students are released one hour early every Monday with the exception of Monday, December 13, 2021. On the last day of school, May 27, 2022, students are released 2.5 hours early.



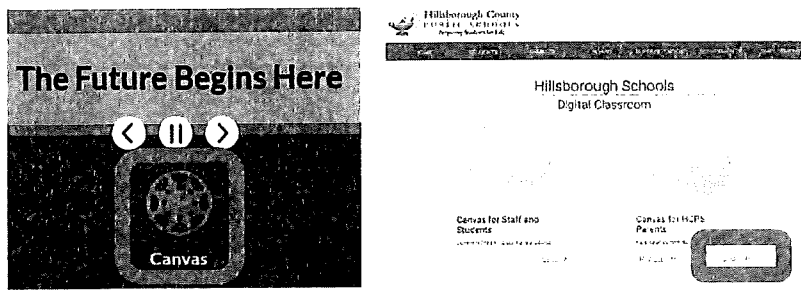
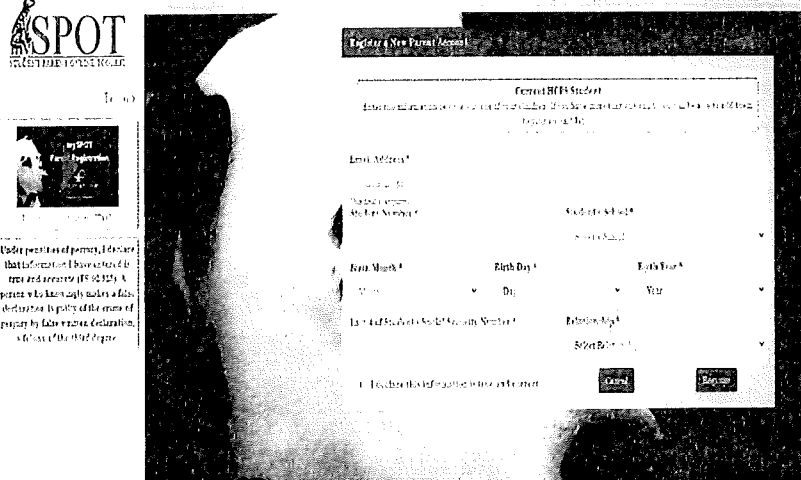
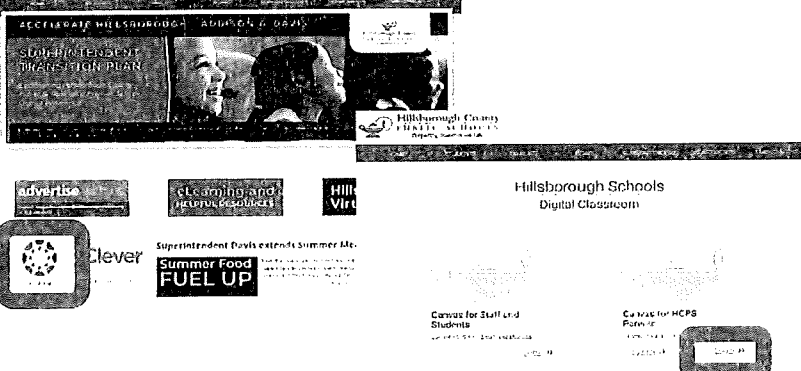
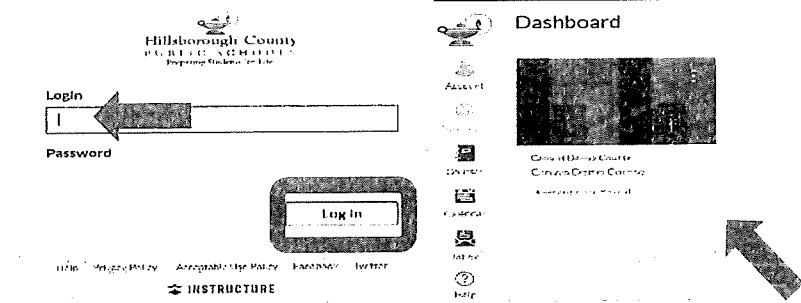
CANVAS. LEARN HERE.

Hillsborough County
PUBLIC SCHOOLS

Creating a Canvas Parent Account

Note: If you have already created a mySPOT account, you do not need to complete this process

To create a Canvas Parent Account, you must register through the district mySPOT portal. The email and password created through a mySPOT account will be used to log in to your Parent Canvas account.

1.	<p>Access the district website at www.hillsboroughschools.org and then click the Canvas Log In icon on the middle of the site.</p> <p>Then on the Hillsborough Schools Digital Classroom page, click Register under the Canvas for HCPS Parents tile.</p>	
2.	<p>On the mySPOT page, fill out all of the fields: email address, student number, select school, birth month, birth day, birth year, last four of student social security number, and relationship to student. Check the box to declare information is true and correct. Select Register.</p> <p>A confirmation email will be sent to complete the registration and create a password for your mySPOT account.</p> <p>Note: Additional students can be added in mySPOT after registration is complete.</p>	
3.	<p>After registering at mySPOT, your account will not be active in Canvas until the next day.</p> <p>With your active mySPOT account, access the district website at www.hillsboroughschools.org</p> <p>Click Canvas Log In icon in bottom left of the website. Then click Log In under the Canvas for HCPS Parents tile on the right side.</p>	
4.	<p>Type the email and password registered on your mySPOT account.</p> <p>Click Login</p> <p>The Parent Canvas account will open to the Dashboard and you may view your student's courses.</p>	

Access the Complete Hillsborough Schools Canvas Family Guide at: <https://bit.ly/canvasfamilyguide>




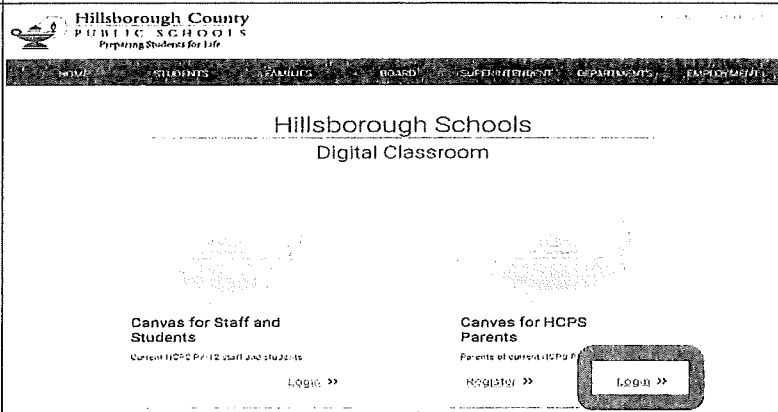
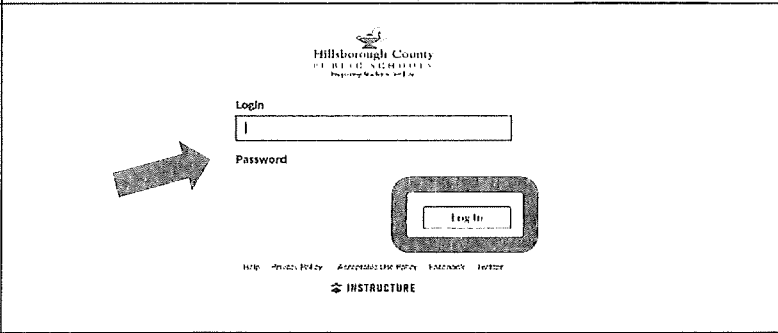
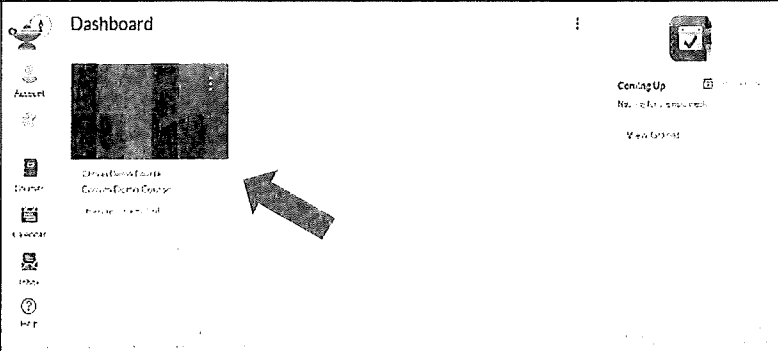
CANVAS. LEARN HERE.



Hillsborough County
PUBLIC SCHOOLS

Logging in to Canvas Parent Accounts

Canvas Parent Accounts can be accessed with the same email and password used to create and login to in mySPOT accounts. MySPOT accounts are used to access district systems like Canvas, Online Report Cards, School Choice, and many other district systems.

1.	<p>Access the district website at www.hillsboroughschools.org</p> <p>Click Canvas Log In icon in the middle of the website.</p>	
2.	<p>On the right side, click Login under the Canvas for HCPS Parents tile.</p> <p>Note: If you do not have an account, click Register to register for an account through mySPOT.</p>	
3.	<p>Type the email and password registered on your mySPOT account.</p> <p>Click Login</p>	
4.	<p>Parent Canvas account will open to the Dashboard.</p> <p>View your student's courses.</p>	

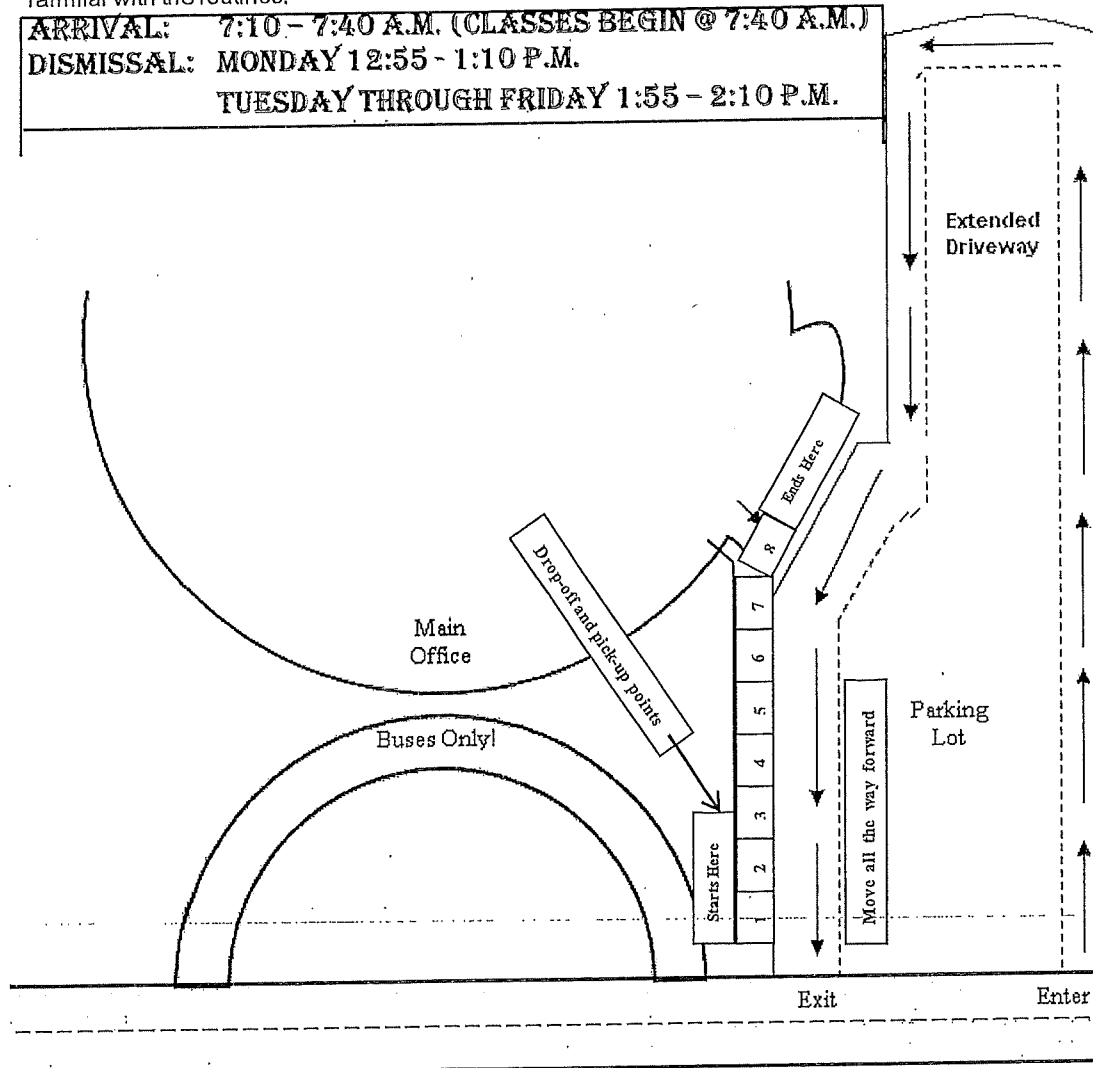
BAY CREST ELEMENTARY SCHOOL

WELCOME TO OUR ARRIVAL & DISMISSAL PROCEDURES

For the safety of all students, please use the following procedures:

1. **Arrival:** Supervision begins at 7:10 a.m. For the safety of your child, please do not drop your child off before that time. **Dismissal** is at 1:55 p.m. Tuesday through Friday and 12:55 p.m. on Monday. Early sign-outs must be done before 1:20 p.m. Tuesday through Friday and 12:20 p.m. on Monday. Please use the **school issued** car sign for a smoother dismissal process in the car line.
2. If your child is a car rider, you must drive through the CAR LINE. Please do not park and walk up to pick-up a car rider. Please observe there is one lane for loading and unloading; there is one lane for passing. Please wait until **you** are given the signal before beginning the passing process.
3. If you plan to enter the school during arrival or dismissal times, **you must supervise your child** when walking through the parking lot. The church parking lot can be used as an overflow parking lot. Please help us be good neighbors by minimizing use of the church parking lot during arrival and dismissal times. Please remember to use designated parking spaces and refrain from parking along curbs or in the grass. **Please note this area is not to be used as a drop off zone.**
4. It is important that no parents walk up to the car pick up line. If you plan to meet your child by walking up to the school, please inform your child's teacher in writing that he/she is a walker.
5. The circular drive is reserved for buses and day care vans only. Please observe signage at all times.
6. The parking lot exit is for right turns only.
7. If your child is a bus rider, please have him/her ride beginning the very first day to ensure your child, bus driver, and school staff is familiar with the routines.

ARRIVAL: 7:10 - 7:40 A.M. (CLASSES BEGIN @ 7:40 A.M.)
DISMISSAL: MONDAY 12:55 - 1:10 P.M.
TUESDAY THROUGH FRIDAY 1:55 - 2:10 P.M.



BAY CREST UNIFORMS

2021-2022

Uniforms are mandatory. The choices are listed below and may be purchased from any store as long as they meet the requirements described.

SHIRTS:

Colors: Light Blue, White, Navy, and Red. Shirts must have a collar and be a solid color with no logo or design. Bay Crest spirit t-shirts may be worn with uniform bottoms or denim jeans on Fridays.

BOTTOMS:

Colors: Navy or Khaki. No denim is allowed, except on Fridays. Bottoms may be slacks, shorts, skorts, skirts or jumpers. Length of shorts, skorts, skirts and jumpers must be 2 inches below the hand length. Pants must be secure at the waist.

SHOES:

Shoes are to be securely fastened to the feet. They should have a flat, closed heel and closed toe. Athletic shoes are acceptable. No wheelies.

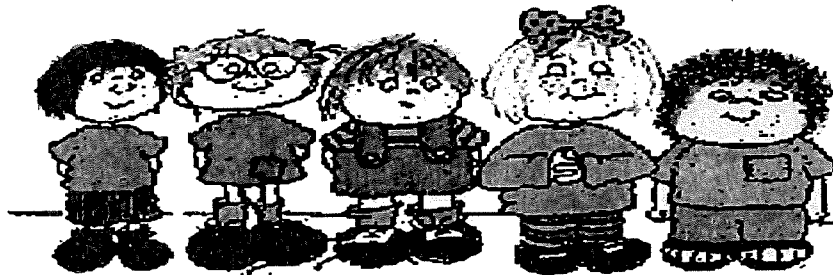
FRIDAYS:

On Fridays, students can wear denim jeans with their uniform shirt or school spirit shirt. Please watch the calendar for special Friday spirit days (crazy hair day, mismatch day, etc.)!

OPTIONS:

Families having financial difficulties purchasing uniforms may contact the main office. The school will try to assist by providing donated uniforms from the Bay Crest clothes closet.

Uniforms can be purchased at any location of your choice. Some of the more common places to shop include Target, Kohl's, Bealls, Walmart, JCPennys, Children's Place,



BAY CREST ELEMENTARY

21-22 SUPPLY LIST

Kindergarten

- Please **DO NOT** write your child's name on any items.
- 1 Box Ziploc bags (Qt, Sandwich or gallon)
- 1 pack of #2 pencils(Pack of 24)
- 1 pack of 24 crayons(Crayola brand)
- 1 **primary** composition notebooks
- 1 red composition notebook
- 1 blue composition notebook
- 1 black composition notebook
- 1 pack of markers
- 1 pack of skinny expo markers
- 12 glue sticks
- 1 pack of post its
- 1 pack of colored index cards
- 1 pack of baby wipes
- 1 set of headphones (No earbuds)
- 1 solid color pencil pouch
- 2 boxes of tissues
- 1 bottle of hand sanitizer
- 1 box Clorox wipes

1st grade

- 2-packs of 24 #2 pencils
- 2-packs of 24 Crayola crayons
- 12 glue sticks
- 1-scissors
- 2 black and white wide ruled composition notebooks
- 3 spiral one subject wide ruled plain notebooks
- 3 Plastic folders w/pockets and prongs
- 2-packs of post its
- 2 boxes of tissue
- 2 hand sanitizer
- 1 Pencil Pouch (No Boxes)
- 1 set of headphones
- 1-box Ziploc bags (gallon or quart)
- 2 container of Clorox wipes
- 1 pack of skinny expo markers
- 1 ream of copy paper

2nd grade

- 2-packs of 24 #2 pencils
- 2-packs of 24 crayons
- 12 glue sticks
- 1-scissors
- 5 composition books
- 2-highlighters
- 3- Folders w/pockets and prongs
- 1-packs of post its
- 1-pack colored pencils
- 2 boxes of tissue
- 1 hand sanitizer
- 1 container Clorox Wipes
- 1 ream of copy paper (white or color)
- 1 Pencil Pouch (zip please / No Boxes)
- 1 set of headphones (no ear buds)
- 1 pack of loose-leaf paper
- 1 pack of dry erase markers (black)
- 1 Box Ziploc bags (Qt, Sandwich or gallon)

3rd grade

- 4 wide-ruled spiral notebooks (one of each color: red, yellow, blue, green)
- 4 pocket folders (red, blue, yellow and green)
- 1- pencil pouch (no boxes please)
- 3 packs of 24 #2 pencils
- 1 pack of easers
- 1-packs of 24 (or more) crayons
- 12-glue sticks
- 1-pack of expo markers
- 1 bottle of hand sanitizer or hand soap
- 1 box of tissues
- 1 box of color pencils
- 1 pack of post its
- 1 1" binder
- 1 set of headphones
- 1 ream of copy paper
- 1 scissor
- 1 pack assorted highlighters

BAY CREST ELEMENTARY

21-22 LISTA DE SUMINISTROS

<u>Kindergarten</u>	<u>1st grade</u>
<ol style="list-style-type: none"> 1. Por favor, NO escriba el nombre de su hijo en ningún artículo. 2. 1 caja ziploc bolsas (Qt, sándwich o galón) 3. 1 paquete de lápices #2 (Paquete de 24) 4. 1 paquete de 24 crayones (marca Crayola) 5. 1 cuadernos de composición <u>primaria</u> 6. 1 cuaderno de composición rojo 7. 1 cuaderno de composición azul 8. 1 cuaderno de composición negro 9. 1 paquete de marcadores 10. 1 paquete de marcadores de expo delgados 11. 12 palos de pegamento 12. 1 paquete de post su 13. 1 paquete de tarjetas de índice de colores 14. 1 paquete de toallitas para bebés 15. 1 juego de auriculares (sin auriculares) 16. 1 bolsa de lápiz de color sólido 17. 2 cajas de tejidos 18. 1 botella de desinfectante de manos 1 caja de toallitas Clorox 	<ol style="list-style-type: none"> 1. 2 paquetes de 24 lápices #2 2. 2 paquetes de 24 crayones crayola 3. 12 palos de pegamento 4. 1-tijeras 5. 2 cuadernos de composición reglados en blanco y negro 6. 3 espiral un sujeto de ancho gobernado cuadernos sencillos 7. 3 Carpetas de plástico con bolsillos y puntas 8. 2 paquetes de post su 9. 2 cajas de tejido 10. 2 desinfectante de manos 11. 1 Bolsa lápiz (sin cajas) 12. 1 juego de auriculares 13. Bolsas Ziploc de 1 caja (galón o cuarzo) 14. 2 recipientes de toallitas Clorox 15. 1 paquete de marcadores de expo delgados 16. 1 resmas de papel de copia
<u>2nd grade</u>	<u>3rd grade</u>
<ul style="list-style-type: none"> •2 paquetes de 24 lápices #2 •2 paquetes de 24 crayones •12 palos de pegamento •1-tijeras •5 libros de composición •2 resaltadores •3- Carpetas con bolsillos y puntas •1 paquete de postés de su •Lápices de colores de 1 paquete •2 cajas de tejido •1 desinfectante de manos •1 recipiente Clorox Toallitas •1 resmas de papel de copia (blanco o color) •1 bolsa lápiz (cremallera por favor / sin cajas) •1 juego de auriculares (sin auriculares) •1 paquete de papel de hoja suelta •1 paquete de marcadores de borrado seco (negro) •1 caja ziploc bolsas (Qt, sandwich o galón) 	<ol style="list-style-type: none"> 1. 4 cuadernos espirales de regla ancha (uno de cada color: rojo, amarillo, azul, verde) 2. 4 carpetas de bolsillo (rojo, azul, amarillo y verde) 3. 1- bolsa de lápiz (sin cajas por favor) 4. 3 paquetes de 24 lápices #2 5. 1 paquete de caballetes 6. 1 paquete de 24 (o más) crayones 7. Palos de 12 pegamentos 8. Paquete de 1 de marcadores de exposición 9. 1 botella de desinfectante de manos o jabón de manos 10. 1 caja de tejidos 11. 1 caja de lápices de color 12. 1 paquete de post su 13. Aglutinante de 1 1" 14. 1 juego de auriculares 15. 1 resmas de papel de copia 16. 1 tijera 1 paquete de resaltadores variados

Dear Hillsborough County Public School Families,

I am pleased to inform you that our 2021-2022 School Year HOST program will be available to K-8 students enrolled in Hillsborough County Public Schools, with a student number, beginning August 9th.

The 2021-2022 school year is fast approaching and we (HOST) wanted to provide you with the necessary information for students, staff and the community to successfully register for the HOST program.

Below you will find information regarding fees and dates for the remainder of the 2021 summer and for the 2021-2022 school year:

School Year Information

2021-2022 Student Fees	Elementary	Middle
Registration Fee per student* (nonrefundable)	\$30.00	\$30.00
Before School - Weekly Rate	\$15.00	\$20.00
After School - Weekly Rate	\$65.00	\$32.00
Before & After School - Weekly Rate	\$80.00	\$52.00
Drop-in Rate - per session	\$20.00	\$20.00

With the current CDC and Florida Department of Health recommendations, limited seating may be available.

If you want your child(ren) to attend the summer and 2021-2022 school year, you will be **REQUIRED** to register for each term separately. If you only need to register for the school year, please select 2021-2022 school year term.

Please log on to: <https://hostportal.sdhc.k12.fl.us> to register for summer and/or 2021-2022 school year.

**HILLSBOROUGH COUNTY PUBLIC SCHOOLS
SCHOOL HEALTH SERVICES**

Immunization Requirements for 2021-2022 School Year Entry

The School Health Services Program oversees or provide mandated services in accordance with Florida Statute sections 381.0056, 381.0057, and 402.3026. School health services purpose is to minimize health barriers to learning for public school students in pre-kindergarten through 12th grade. To help ensure the provision of safe and appropriate county-level school health services, the Department of Health, Hillsborough, School Health Program office work in conjunction with Hillsborough County Public Schools, School Health Services Department to implement health services and state mandates provided in our public schools.

Students from Pre-kindergarten through 12th grade who are coming into a Florida school for the first time must present a immunization record (DH 680) and a current Florida School Entry Physical Examination, Form (DH 3040). The immunization record must show that the student has met the minimum state requirements for that grade. Immunizations are provided at no charge by the Department of Health, Hillsborough County.

Immunization Requirements for Pre-Kindergarten

For students entering Pre-Kindergarten*, the immunization record must show that the student has met the minimal state requirements for vaccines:

- * 3-5 doses DTaP (diphtheria-tetanus-pertussis)
- * 3-5 doses Polio (Kindergarten)
- * 1-2 doses MMR (measles-mumps-rubella)
- 3 doses Hepatitis B
- * 1-2 doses Varicella (chicken pox)

*** Note: Immunizations listed below are not required, but recommended:**

Haemophilus influenza type b (Hib)

Pneumococcal conjugate (PCV13)

Hepatitis A (Hep A)

*** Varicella vaccine is not required if Varicella disease is documented (the year the child had the disease must be included) by a Licensed Physician, Advanced Registered Nurse Practitioner or Physician Assistant.**

Immunization Requirements for Kindergarten through sixth grade

Students entering kindergarten must submit an updated immunization record and a school entry physical examination

- 5 doses DTaP (diphtheria-tetanus-pertussis)
- * 4-5 doses Polio (Kindergarten)
- 2 doses MMR (measles-mumps-rubella)
- 3 doses Hepatitis B
- * 2 doses Varicella (chicken pox)

*** Note. KG — If the fourth dose of polio vaccine is administered prior to the fourth birthday, a fifth dose of polio vaccine is required for kindergarten entry only.**

*** * Varicella vaccine is not required if Varicella disease is documented (the year the child had the disease must be included) by a Licensed Physician, Advanced Registered Nurse Practitioner or Physician Assistant.**

Immunization Requirements for students entering seventh through twelfth grade

Students entering seventh grade must submit an updated immunization record with a Tdap. All students from seventh through twelfth grade immunization record must that the student has met the minimal state requirements:

FLORIDA DEPARTMENT OF HEALTH, HILLSBOROUGH COUNTY IMMUNIZATION CLINIC

Sulphur Spring Health Center

8605 N. Mitchell, Tampa

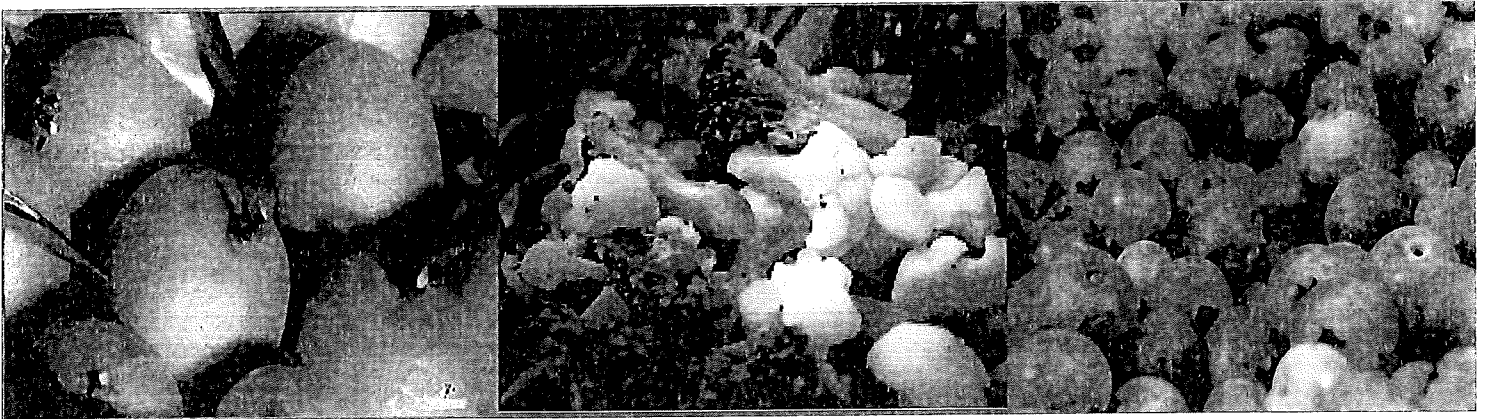
813-307-8077



STUDENT NUTRITION SERVICES EMERGENCY MEAL POLICY

A written copy of the emergency meal policy will be provided to all households. Every school is required to follow the policy. Students who qualify for a free or a reduced-priced meal can always receive a free lunch (the district waives the .40 cost for the reduced-priced meal). All students regardless of eligibility status can receive a free breakfast. Paid students who forget their lunch money can receive a “charged” meal. To protect the identity of all children at the point of service, SNS uses a prepayment system that limits the exchange of money and prevents the disclosure of a student’s eligibility status.

1. Students are allowed to charge for meals when they don’t have money. The student will be given the same school lunch that other children are receiving. A La Carte Items can never be charged.
2. Parents of students who charge one meal will be notified by phone, after their child has received the meal. The parent will be encouraged to quickly pay for this meal and reminded of the policy.
3. Parents of students who continue to charge will receive notification in writing which will encourage the parent to pay off their charges.
4. If a student continues to come to school with no packed lunch or lunch money, attempts will be made to discuss the issue with the parent and to encourage them to complete a meal benefit application.
5. Any time there is an uncollected balance on a child’s meal account, the child will be prevented from purchasing A La Carte items.
6. Any unpaid balance on a child’s account will be carried over from year to year.
7. The parent is responsible for all uncollected meal balances which must be paid, prior to graduation.



General Information



FREE BREAKFAST FOR ALL STUDENTS

All students are offered a nutritious breakfast free of charge.

FREE MEAL BENEFITS - Lunch meals are available free of charge for those students who qualify

Parents are encouraged to submit a household meal benefit application either online at www.sdhc.k12.fl.us/sns, or via a paper application. A household application means that parents complete only one application for all children in the same home. Parents can learn about the status of their application by calling 1-866-544-5575. *Parents are expected to pay for all meals until an application is processed and approved.*

MEAL PRICES

Your child may qualify for free or reduced price meals. **Apply for FREE meals at** <https://www.myschoolapps.com/Application> **Apply for benefits through the Florida Department of Children and Families at** <https://www.myflorida.com/accessflorida/> The reduce price lunch cost of 40¢ is waived (provided at no charge) for children approved for reduced price meals. Breakfast is free for all students. Elementary lunch costs \$2.25, and Secondary lunch costs \$2.75.

ON-LINE "MEAL HISTORY"/ON-LINE PAYMENTS

- Check out Meal History at <https://www.MyPaymentsPlus.com/> to review two weeks of menu selections for any student.
- Making **on-line payments** is a quick and easy way to be sure a child has enough money to pay for meals. Just go to <https://www.MyPaymentsPlus.com/> follow the instructions for online payments. **Plus, you can receive regular e-mail "reminders" when your child's balance is low.**

SPECIAL DIETS/MEALS

If a child requires a diet substitute because of a medical condition, the parent is encouraged to complete a **DIET PRESCRIPTION FORM**. A **meal preference form** can also be completed by the parent if other needs are required because of cultural or religious reasons. Both forms, available on the SNS web page, are **required each school year.**

NUTRITION INFORMATION

Visit the SNS website to get nutrition facts such as calories, fat grams and allergens for daily menu items. A comprehensive nutrition communication program provides serving line signage on nutrition info for all menu items.

5. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one meal application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. If approved, your child's status will remain in effect for the entire school year.
6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you received carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact the **Healthy Meals Express Application Center at 813-840-7066** immediately.
7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year. If you do not submit a new application that is approved, or you have not received a NOTICE OF DIRECT CERTIFICATION, your child will be charged the full price for meals.
8. WHERE CAN I VERIFY THE STATUS OF MY CHILD'S MEAL ELIGIBILITY? Call the meal status hotline at 1-866-544-5575. Make sure to have your child's 7-digit student ID number handy when calling.
9. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Are your housing arrangements temporary? Does your family relocate on a seasonal basis? Have you taken in a runaway child? If you believe children in your household meet these descriptions, please contact the liaison at the child's school for assistance.
10. I RECEIVE WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please submit an application.
11. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
12. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year if there is a change in your household income or size, or if you become unemployed.
13. WHAT IF I DISAGREE WITH THE DECISION ABOUT MY APPLICATION? Contact the **Healthy Meals Express Application Center at 813-840-7066**. You may also ask for a hearing by writing to: **General Manager of Student Nutrition Services, 9014 Brittany Way, Tampa, Florida 33619**.
14. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
15. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. If you normally receive overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job, or had your hours or wages reduced, use your current income.
16. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? If there is no income to report, mark the box that says "None" for each household member. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.
17. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you receive any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income. Deployed service members are considered part of the household. List deployed service members in the Household section, but report only the portion of their income made available to them or on their behalf to the family.
18. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? Contact the **Healthy Meals Express Application Center at 813-840-7066** for instructions.
19. I'M A GROUP HOME ADMINISTRATOR. HOW DO I APPLY FOR CHILDREN IN MY CARE? Contact the **Healthy Meals Express Application Center at 813-840-7066** for instructions.

If you have other questions or need help completing your household application for school meal benefits, contact the **Healthy Meals Express Application Center at 813-840-7066**.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(202) 690-7442; or
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

This institution is an equal opportunity provider

6. ¿TENDRÉ QUE LLENAR UNA SOLICITUD SI RECIBÍ UNA CARTA ESTE AÑO ESCOLAR NOTIFICÁNDOME QUE MIS HIJOS YA SON ELEGIBLES PARA RECIBIR LAS COMIDAS GRATIS? No, sin embargo, lea cuidadosamente la carta que recibió y siga las instrucciones. Si cualquiera de los niños de su casa no se consideró en la notificación de elegibilidad, comuníquese inmediatamente con el **Centro de Solicitudes de Comidas Saludables al 813-840-7066**.
7. LA SOLICITUD DE MI HIJO FUE APROBADA EL AÑO PASADO. ¿TENDRÉ QUE LLENAR OTRA? Sí. La solicitud de su hijo es solamente vigente por el año escolar en curso. Si usted no presenta la solicitud nueva que sea aprobada, o si no ha recibido el AVISO de CERTIFICACIÓN DIRECTA, a su hijo se le cobrará el precio completo.
8. ¿CÓMO PUEDO VERIFICAR EL ESTATUS DE LA ELEGIBILIDAD DE LAS COMIDAS ESCOLARES DE MI HIJO? Llame a la línea automatizada 1-866-544-5575. Asegúrese de tener el número de estudiante de 7 dígitos a mano cuando llame.
9. ¿CÓMO SABRÉ SI A MIS HIJOS SE LES CONSIDERARÁ COMO NIÑOS SIN HOGAR, MIGRANTES O FUGADO? ¿Ha hecho arreglos para vivir en un hogar donde su estadía es de tiempo limitado? ¿Se muda/mueve su familia para trabajar en diferentes temporadas de siembra del año? ¿Ha acogido usted a algún niño que se haya escapado de la casa de sus padres? Si usted cree que algún niño de su casa reúne estas descripciones, por favor llame a la escuela de sus hijos para que le ayuden.
10. YO RECIBO WIC. ¿SON MIS HIJOS ELEGIBLES PARA COMIDAS GRATIS? Los niños que viven en hogares que participan en el WIC, pueden ser elegibles para comidas gratis o a precio reducido. Por favor llene la solicitud y preséntela.
11. ¿SERÁ REVISADA LA INFORMACIÓN QUE ESTOY ENVIANDO? Sí. También podemos pedirle que nos envíe prueba escrita del ingreso de su familia que está reportando.
12. SI NO SOMOS ELEGIBLES AHORA, ¿PODREMOS SOLICITAR MÁS TARDE? Sí, usted puede solicitar en cualquier momento durante el año escolar si surge algún cambio en el ingreso o en el tamaño de su familia, o si pierde el trabajo.
13. ¿QUÉ SUCEDE SI ESTOY EN DESACUERDO CON LA DECISIÓN DE LA ESCUELA SOBRE MI SOLICITUD? Llame al **Centro de Solicitudes de Comidas Saludables al 813-840-7066**. También puede pedir una audiencia por escrito a: **General Manager of Student Nutrition Services, 9014 Brittany Way, Tampa, Florida, 33619**.
14. ¿PUEDO SOLICITAR SI ALGUIEN EN LA CASA NO ES UN CIUDADANO DE LOS EE.UU.? Sí. Usted, sus hijos, o cualquier otro miembro de la familia no tiene que ser ciudadano de los EE.UU. para solicitar los beneficios de comidas gratis o a precio reducido.
15. ¿QUÉ SUCEDERÍA SI MI INGRESO NO FUERA SIEMPRE EL MISMO? Haga una lista de los pagos que usted normalmente recibe. Si frecuentemente recibe pago por horas extra, inclúyalos, pero no incluya los que recibe ocasionalmente. Si perdió el trabajo, o se han reducido sus horas o salario, use su salario actual.
16. ¿QUÉ SUCEDERÍA SI ALGUNOS DE LOS MIEMBROS DE LA FAMILIA DEL HOGAR NO RECIBEN NINGÚN INGRESO? Si no hay ingreso para reportar, asegúrese de marcar el encasillado que dice "None" (ninguno) para cada miembro que no recibe ingreso. Si no lo marca y escribe un "0" en cualquier encasillado o lo deja en blanco, de todos modos, usted está afirmando (certificando) que no existe ningún ingreso para reportar.
17. ESTAMOS EN EL SERVICIO MILITAR. ¿REPORTAREMOS EL INGRESO DE MANERA DIFERENTE? El pago básico y bonos que reciba en efectivo tendrán que ser reportados como ingreso. Si recibe concesiones de valor de dinero en efectivo para vivienda fuera de la base militar, comida, ropa, tendrá que incluirlo como ingreso. Sin embargo, si su vivienda es parte de la iniciativa de privatización de vivienda militar (*Military Housing Privatization Initiative*), no incluya la concesión de vivienda como ingreso. Cualquier pago adicional por combate como consecuencia de despliegue militar, también se excluirá del ingreso. Los miembros de la casa desplegados al servicio militar son considerados parte de los miembros de la casa. Los miembros del servicio militar desplegados se incluirán en la sección de *Household (Integrantes del hogar)*, pero reporte solamente la porción de su ingreso que se les concedió a nombre de ellos para la familia.
18. ¿QUÉ SUCEDERÍA SI NO HUBIERA ESPACIO SUFICIENTE PARA TODOS LOS MIEMBROS DE LA FAMILIA EN LA SOLICITUD? Llame al **Centro de Solicitudes de Comidas Saludables al 813-840-7066 para obtener instrucciones**.
19. ADMINISTRO UN GRUPO HOGAR (GROUPHOME). ¿COMO DEBO APLICAR PARA LOS NIÑOS BAJO MI CUIDADO? Contacte el **Centro de Solicitud al 813-840-7066** para recibir instrucciones.

Si tiene preguntas adicionales o necesita ayuda para llenar la solicitud de beneficios de comidas escolares, llame al **Centro de Solicitudes de Comidas Saludables al 813-840-7066**.

Conforme a la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE.UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participen o administren programas del USDA discriminen por motivos de raza, color, origen nacional, sexo, discapacidad, edad, represalia o venganza por actividades realizadas en el pasado relacionadas a los derechos civiles en algún programa o actividad realizada o financiada por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras agrandadas, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una queja de discriminación, complete el Formulario de Queja de Discriminación en el Programa del USDA, (AD-3027) que está disponible en línea en: www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint (cómo presentar una queja) y en cualquier oficina del USDA, o escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de queja, llame al (866) 632-9992. Envíe su formulario lleno o carta al USDA por:

1. correo: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; o
3. correo electrónico: program.intake@usda.gov.

Volunteer Services Hillsborough County Public Schools



Hillsborough County Public Schools requires **all** volunteers and community partners to complete the **HCPS Volunteer Application** annually.

This application should be submitted at least **two** weeks prior to any volunteer activity.
Allow longer for Level 2 Fingerprinting

Becoming a Volunteer

We are excited to announce our new visitor and volunteer management platform, **Raptor**, which streamlines the volunteer application and sign-in process. The new **volunteer application is scheduled to release early August 2021**.

Ways to access the online application:

From the District website (<https://www.hillsboroughschools.org>)

- Click on the "Departments"
- Then click on the "Volunteering Services".
- Finally, click on the "Y.E.S." icon on the right.



From a school website

- Click on the "Volunteer Services" box on the homepage
- Finally, click on the "Y.E.S." icon on the right.



While on the HCPS Application introduction page, please take a moment to view the new video on how steps to completing the new application.

We are thankful to the many volunteers and community partners that say Y.E.S. (You Empower Students) every day to collaborate with us in preparing our students for life.

For more information, please click on the link to [Volunteer Services](#) or email volunteer.services@hcps.net

The HCPS Volunteer Application is **not applicable for **Charter Schools**. If you are interested in volunteering at a Charter School, please contact the school directly.*



MEMORANDUM
Division of Operations
District Safety Office

DATE: 7/26/2021
TO: All Personnel, Parents and Guardians of Students
FROM: Manager of Risk Management and Safety
SUBJECT: Annual Notification of the Availability of the Asbestos Management Plan

In accordance with 40 CFR Part 763.84 (c) and Subpart E, Asbestos Hazard Emergency Response Act (AHERA) all employees, building occupants, or their legal guardians are notified of the availability of the Asbestos Management Plan for your facility. Management plans for your site are available during normal business hours for review in the main office. Copies of the plan can be made for a nominal price per copy. The plan is also available for review by employees; without cost or restriction, before work begins. Information provided in the management plan includes the recent facility survey, response actions planned or taken, and post periodic surveillance and re-inspections activities.

Manager of Risk Management and Safety